



HOUSING AUTHORITY OF THE BIRMINGHAM DISTRICT

MOVE REQUEST AND INFORMATIONAL SHEET

NAME: _____

DATE: _____

You are receiving this because you are interested in relocating to a new unit using your Housing Choice Voucher. Below, you will find parameters regarding your move request, with a questionnaire, timelines, expectations, and responsibilities. **IF THIS IS INCOMPLETE, WE WILL NOT PROCESS!**

1. Have you submitted a request to move form? Yes No

If your lease has not ended and you would like to move, your current landlord/property management company, must agree that you can break your lease. If they do not agree, you must wait until your lease ends to move. It is also important to review your current lease and determine if you have an auto-renewal lease. Some leases require a 30-to-60-day notice from the tenant if they do not want to renew. ---If **YES**, proceed to #2

If **NO**, is your lease up or nearing to end within the next 90 days? Yes No

If **YES**, you do not have to complete a Notice to Move Form, but you **MUST** provide a copy of the letter you submitted to your landlord stating that you will not be renewing your lease and you will be moving out ---If **NO**, you cannot move at this time.

2. Have you moved within the last year (365 days)? Yes No

If **NO**, proceed to #3. If yes, do you fall in one of the below categories:

- Requesting to move due to domestic violence Yes No
- Requesting to move due to a reasonable accommodation Yes No
- Requesting to move due to a Lease Termination -initiated by the landlord -that is NOT a lease violation OR program violation. Yes No

If you answered **NO to all of these, you cannot move at this time. If you answered **YES** to at least 1, proceed to #3*

3. Does your move out notice provide at least a 30-day notice to the HABD and to the landlord?

Yes No

If **YES**, please proceed to #4

If **NO**, your request to move will not be granted at this time. You may resubmit an updated Move Out Request with updated dates to reflect the time frame above.

4. Do you currently owe money to the landlord or the Housing Authority or committed any program violations? (non-payment of rent is a program violation; destroying landlord's property is a program violation) Yes No

If **NO**, please proceed with reading the guidelines and important information regarding moving, and submit your Move Request Form.

If **YES**, you cannot move at this time. It is important to clear up any balances or violations that may exist immediately.

MOVE GUIDELINES

Below are some guidelines that will help you be successful during the move process.

- It is important to note that the rental market is currently experiencing challenges related to affordable housing. If there are not any Housing Quality Standards (HQS) deficiencies or unit and family composition size issues, it may be feasible to wait to move once the market is more stable.
- Your Move Request Notice **MUST** provide at least a 30-day notice to the Housing Authority and the landlord. Having less than 30 days or moving out of the unit without prior notification or approval, does not expedite your request.
- All Move Requests are processed in the order of receipt
- You are unable to report increases in income during the move process. All income changes with increased income are completed with the annual recertification process, effective 11/01/2021. Income changes reporting a decrease in income can be completed at any time.
 - If you **MUST** complete a decrease, you will receive an updated voucher estimator within 7 business days ---no exceptions.
- If you have moved within the last year and it is not for a reason listed on the first form, you will not be permitted to move.
- Once you submit a completed and approved Move Request Form, you will be issued a voucher within 30 days. If it is incomplete and/or not approved, you will receive a letter in the mail denoting the reasons. If it is complete, you will automatically be scheduled for a voucher issuance. You will have 90 days to search for a unit and submit a Request for Tenancy Approval (RFTA). You do not have to be moved into the unit by the expiration date of the voucher.
 - Extension requests are **NOT** guaranteed and will abide by the Extension Request Policy, that you will sign when you receive your voucher.
 - If you submit an extension request after your voucher has expired, it will be denied (unless you found a unit and it was in inspections and it did not work out).
- When you find a new unit, it is your responsibility to submit your RFTA before your voucher expires, **NOT** your landlord. It is your choice, however, if you allow the landlord to submit, but we will not be liable for nonsubmittal. If your landlord submits your RFTA, you must follow up with him/her to confirm submission. We will not be able to extend your voucher because they did not submit it timely.
- Vouchers will be issued on Thursdays. If you do not have an appointment you cannot show up to the office to be issued a voucher.

Lastly, if you have questions regarding the status of your Move, you may call (205) 521-7460 or email moves@habd.net. Email is the best communication method. Please also allow 48-72 hours for a response.

By signing below, I am certifying that I understand the Move Guideline and will abide by all items listed above, throughout, and during the move process.

Print Name

Date

Signature



HOUSING AUTHORITY OF THE BIRMINGHAM DISTRICT

DEPARTMENT OF RENTAL ASSISTANCE PROGRAMS

NOTICE TO MOVE

DATE _____

TENANT INFORMATION

Tenant's Name (Print):	Tenant's Phone Number:	Email Address:
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Dear Landlord:

Please consider this as notice that I, _____, hereby inform you of my intent to vacate (move from) your rental property located at:

_____ (Rental unit address)

by _____ (Move Out Date – must be last day of the month and at least a 30-day notice).

Tenant must give at least a full **30-day** advance notice to vacate. The HABD recommends at least a 60 day notice. You are submitting this Notice to Move as a tenant in good standing with your landlord and in accordance with the terms and conditions of your lease. If your lease states 60-days, you must provide said notice.

The tenant is aware that they must clean the unit and repair any damages caused by the family/guests prior to vacating the unit and return the keys to the landlord. **The HABD is not responsible for tenant caused damages.** HABD will terminate the Housing Assistance Payments (HAP) effective the same date of the tenant's move out indicated above. The landlord understands they will not receive any further HAP beyond the move out date.

The tenant will be fully responsible for the entire contract rent if they remain in the unit beyond the intended move out date. The **Lease Extension Authorization Form** between the tenant and landlord to extend the move out date must be submitted to the HABD no later than ten (10) days before the move out date indicated above. The HAP will continue if the Extension Authorization Form is submitted within the specified timeframe. The form is available at the Department of Rental Assistance Programs/Section 8 Office.

Tenant Signature

Date

I agree that my tenant is currently in good standing and owes no outstanding rent or utilities. I understand that it is my responsibility to enforce my lease if there is any breach of this agreement/lease on behalf of the tenant. I further understand that all HAP/UAP payments will cease as of aforementioned vacate date.

LANDLORD, PLEASE CHECK ONE:

- I am acknowledging that the tenant has provided the required notice to not renew the lease
- I am allowing the tenant to break the lease

I, _____, (landlord/manager), hereby acknowledge receipt of this notification to vacate and agree with the move out date indicated above.

Landlord Signature

Date



HOUSING AUTHORITY OF THE BIRMINGHAM DISTRICT

DEPARTMENT OF RENTAL ASSISTANCE PROGRAMS

LEASE EXTENSION AUTHORIZATION

Today's Date: _____

TENANT/LANDLORD CONTACT INFORMATION	
TENANT'S NAME (Print):	TELEPHONE NUMBER: _____ EMAIL ADDRESS: _____
ADDRESS OF UNIT:	
LANDLORD NAME (Print):	TELEPHONE NUMBER: _____ EMAIL ADDRESS: _____

**COMPLETE THIS FORM ONLY WHEN YOU ARE REQUESTING
AN EXTENSION OF YOUR ORIGINAL MOVE OUT DATE**

Tenant New Move out date is: _____
MUST BE AT THE END OF THE MONTH & A FULL 30-DAY NOTICE

Landlord, please check appropriate box below:

I give permission for the above tenant to remain in the unit and extend the current lease based on the date shown above as the date of planned move out. I understand that by doing so, I authorize the Housing Authority of the Birmingham District (HABD) Rental Assistance Programs/Section 8 Department to continue rental payments unless the unit has been disqualified for failure to meet HQS.

I understand that if I fail to sign and return this notice to the HABD Rental Assistance Programs/Section 8 Department, no payments will be made by HABD beyond the move out date shown above and the tenant will be responsible for the full rent for any time the tenant remains in the unit beyond the move out date.

This permission to extend the current lease is given to allow for the possibility that the tenant will need additional time to vacate the unit. This lease extension authorization form must be submitted to the HABD Rental Assistance Programs/Section 8 Department in writing no later than ten (10) days prior to the notice to move date. Please be advised that HABD will only approve move out notice extensions in 30- day increments and all will be effective the last day of each month of the move out notice.

I do not give permission to grant an extension of the lease because: _____

Tenant Signature

Date

Landlord Signature

Date



HOUSING AUTHORITY OF THE BIRMINGHAM DISTRICT

MUTUAL REQUEST TO RESCIND NOTICE TO MOVE

I, _____, the Tenant, and I, _____ the Landlord
(Print name) (Print name)

Mutually agree to rescind the Notice to Move that is currently in effect for the above-named tenant located at:

Unit Address

City, State, Zip Code

The effective date of this rescission will be: _____

The landlord/manager certifies with their signature below that the unit has not been re-rented and the tenant has my permission to remain in the unit.

The landlord and tenant acknowledge and agree by executing this agreement that both parties understand that the original terms and conditions of their lease remain in effect. The tenant understands that she/he is unable to move at this time, and must submit a new approved request to move in order to move. The voucher to move that was previously issued and the request are now void.

The landlord and tenant further acknowledge with their signature that the unit is in compliance with Housing Quality Standards (HQS). If the unit has been disqualified, payments can not resume until the unit passes the HQS inspection. Payments will be effective based on the inspection pass date and the Housing Assistance Payment contract (if applicable).

Tenant Signature

Date

Landlord Signature

Date